

HOW-TO GUIDE:

*Starting an electric vehicle
workplace charging program*

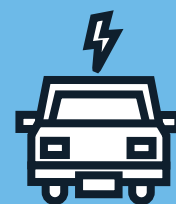
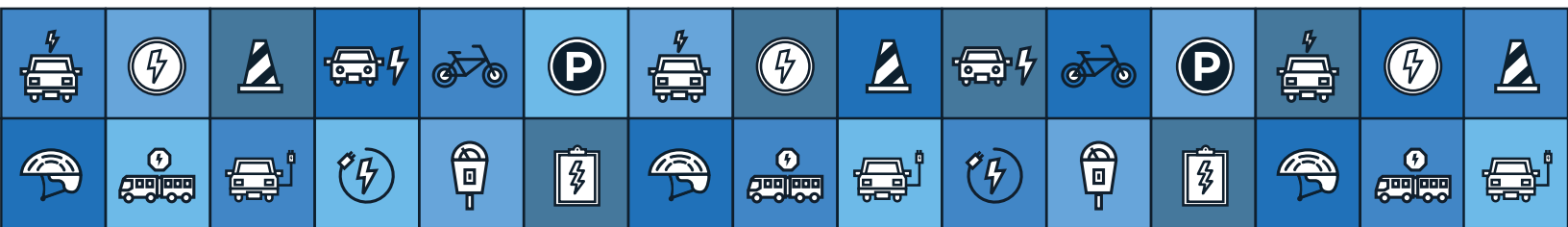


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INTRODUCTION

This document helps guide employers and site hosts in assessing whether their organization should offer workplace charging, considerations for program management, important steps for implementation, and ideas for ongoing outreach. There are a series of decisions that must be made when installing EVSE. The City of Boston How-To Guide: [Electric Vehicle Charger Installation](#) can help answer questions about EVs and charging equipment and should be read prior to this document.

Go Boston 2030, the City's long term mobility plan, set forth a primary goal to **prioritize the movement of people over cars**. An Electric Vehicle (EV) is still a vehicle on the road, albeit a zero-emission vehicle that offers improvements to air quality compared to an Internal Combustion Engine (ICE) vehicle. The City has set an ambitious goal of being carbon neutral by 2050. In order to reach this goal, all vehicles on the road must be zero-emission. Residents and employers in Boston should plan for this transition.

Electric vehicle chargers, otherwise known as Electric Vehicle Supply Equipment (EVSE), provide a power source for electric vehicles to recharge their batteries. Providing EVSE in the workplace is a great opportunity to offer an amenity to employees. Workplace Charging programs can help ease worries related to EV ownership by addressing concerns around range anxiety, or the uncertainty of being able to charge your vehicle. Vehicles are typically used to get to and from the workplace, and during the workday the vehicles sit idle. That time can be used to charge an EV. **Plug In America estimates that currently 60% of EV drivers will need chargers at work, either because of longer commute distances or lack of access to at-home charging.**¹ Employees who work at companies that have a workplace charging program are six times more likely to drive an EV than the average worker.¹ This is a relatively inexpensive benefit to offer to employees that is effective, improves employee retention, and supports existing sustainability initiatives. Employees will soon expect workplace charging solutions,² and companies must anticipate how to support this nascent market



¹ https://www.energy.gov/sites/prod/files/2017/01/f34/WPCC_2016%20Annual%20Progress%20Report.pdf

² <https://pluginamerica.org/wp-content/uploads/2016/07/PIA-MA-Workplace-Charging-Guide-Report.pdf>

BENEFITS OF WORKPLACE CHARGING

Workplace charging provides benefits to both employees and employers. Below are a few examples of potential benefits:

TO EMPLOYERS

Employee Recruitment and Retention

Offering workplace charging can help attract and retain employees who drive EVs or are thinking of purchasing an EV. Providing workplace charging can also show that employers are proactive in seeking opportunities to enhance the employee experience at the workplace.

Sustainability

The availability of workplace charging can increase the visibility of an organization's commitment to sustainability, and the community. This can complement an organization's larger portfolio of sustainability practices and commitments related to greenhouse gas reductions. There are many nuances to encouraging EV adoption. EV incentives must be offered in a way that encourages other, more sustainable modes including transit, walking, and biking over driving an EV. Workplace charging can further demonstrate an organization's commitment to environmentally friendly practices if offered appropriately.



LEED Certification

LEED, or Leadership In Energy and Environmental Design, is a point-based green building rating system. LEED certifications are a symbol of sustainability achievement. Boston is the first city in the nation to require a green building standard through municipal zoning requirements. By amending Article 37 of the municipal zoning code, the City requires that all large-scale projects meet the U.S. Green Building Council's LEED certification standards. Developments may install electric vehicle chargers to achieve LEED credits to support their LEED Certification. To learn more, visit new.usgbc.org/leed.

TO EMPLOYEES

Reduce Range Anxiety

Workplace charging can help reduce range anxiety, or the driver's fear that the vehicle will not be able to make it to a destination before the battery is depleted. Offering charging at the workplace can potentially double the all-electric driving range. This can allow for longer trips, and additional trips from the workplace.

Increase EV Adoption

The availability of EV charging can be an important factor when a consumer makes the decision to lease or purchase a plug-in hybrid electric vehicle (PHEV) or an EV. In Boston, many residents do not have access to home charging, so workplace charging is increasingly important as a dependable source for charging. Awareness is also a large barrier to EV adoption. The ability to charge at work may increase awareness to EVs, and also increase encouragement and affirmation that an employee needs to switch from an internal combustion engine vehicle (ICE) to an EV.

Incentive Opportunity

Employers and employees may be eligible for EV and EVSE incentives. To better understand what incentives employers and employees may qualify for, please visit [Recharge Boston's website](#).

GAINING AND UNDERSTANDING INTEREST

EVALUATE DEMAND

It is useful to evaluate and gauge potential employee demand for workplace charging. One way to evaluate demand is through an employee survey, which can reveal how many employees already have an EV, plan to buy an EV, and would potentially utilize workplace chargers. **Annual surveys can gauge future demand and enable companies to satisfy their employees' needs over time.** It is best to couple this survey with an existing survey in order to ensure participation, and to reduce survey fatigue.

Potential survey questions can include commuting habits and trip lengths, typical travel patterns during the work day, car ownership, future car purchasing plans, ability to install a charger at home, thoughts on installing a charger in the workplace, and interest to participate in an employee EV task force as well as serve as an EV ambassador. To see an example of an employee survey, please see Appendix A.

EDUCATE EMPLOYEES ON BENEFITS

Workplace charging can provide access to employees who may not have home charging access, and may be the deciding factor that encourages them to purchase an EV. As mentioned, another barrier to purchasing an EV is awareness. **Creating an outreach program that compliments EV infrastructure can ensure success.** A few suggestions to engage and educate employees on EVs prior to and after launching your workplace charging program can include:

- Organizing a presentation or webinar. One option is employees who already own an EV could present & discuss their personal experience- filling the role as an EV Ambassador
- Linking to [Recharge Boston, the city's database of EV resources](#) on your company website, newsletters, new hire orientations, and other internal communication
- Posting informational posters in common areas to raise awareness about your program
- Working with travel coordinators to encourage employees to use EVs as a rental car if employees often travel for business, or adding EVs to a workplace fleet

- Providing optimally located reserved parking spaces for EV owning employees to use, even when not associated with charging
- Hosting a Ride & Drive event with a local auto dealer to allow employees to test drive an EV
- Create an online forum for EV driving employees to communicate
- Institutionalizing any or all of these employee engagement methods through the new-hire onboarding process can ensure that the EV benefit program is sustainable even in the face of organizational growth or workforce turnover.

IDENTIFY STAKEHOLDERS

Workplace charging conversations can be initiated by either leadership or employees. Depending on the size and structure of a company, some situations require more formal protocols, whereas other companies may be able to rely on informal dialogue.

It's important to engage all stakeholders who will be involved in the planning, installation management and operations and form a core team, especially in situations of complex building ownership. Typically core team stakeholders can include:

- Parking Manager
- Human Resources
- Sustainability Coordinator
- Legal Counsel
- Management-Level Staff
- Facilities Staff
- EVSE Task Force
- Fleet manager

PROGRAM PLANNING

There are several matters to consider when launching, operating and maintaining a workplace charging program. Successful programs are willing to address and plan for potential challenges.

Conducting a survey or otherwise gauging interest can be a great place to start. Key decision makers and the core group should evaluate the survey to help determine the potential size and details of the program including number of chargers, incentives offered, charging levels, and budget. Nationwide projections for EV adoption show widespread growth is expected. To accommodate growing demand, employers may need to upgrade the facility's electrical service, and pre-wire their parking lot, in order to plan for future expansion of their workplace charging program.

BOSTON'S MOBILITY TARGETS: COMMUTER INCENTIVES

As stated earlier, an EV is still a vehicle on the road. The City of Boston has a goal to reduce drive alone rates by half and to become carbon neutral by 2050.

To accomplish this, we need people who drive alone to take transit, carpool, bike or walk to work instead. **To reach our carbon neutrality goals, anyone who still needs to drive must drive an electric or zero-emission vehicle.** Electric vehicles are a low-carbon commuting option for employees and offer flexibility for commuters who cannot bike, take transit, or walk. For more information visit [Go Boston 2030](#).

An employer can offer a benefit to employees for driving an EV, though EV benefits should be offered in a way that does not incentivize driving an EV over more sustainable commuting modes. Some EV incentives could include dedicated parking spaces for workplace charging, reduced or free charging, reduced parking fee, premium parking spots, and/or a stipend to support the purchase or lease of an EV. An employer must evaluate that the benefits and incentives offered to an employee to support EVs are offered relative to their suite of commuter benefits. The incentives should be consistent with the City of Boston's goals to reduce drive alone rates.



BUILDING OWNERSHIP CONSIDERATIONS

Building ownership plays a role in the ease of implementing workplace charging. Regardless of ownership, it is crucial to communicate with all stakeholders. If an employer owns the building and a utility upgrade is not required to meet the electrical demand of the charger, it can be very easy to install chargers. If the employer leases the building space, or uses an independently operated parking lot, it can be more challenging to offer chargers to employees.

There are different options for worksite charging programs for EVSE ownership, and operation. Some workplaces may purchase the chargers outright. This model gives the building owner control of the station and revenue. If there is a separate entity that manages parking, it may be appropriate for the parking lot management company to purchase the chargers. Some worksites may choose to lease chargers from a provider.

Additionally, worksites can choose to maintain and operate their chargers internally or externally. Service providers will also provide ongoing maintenance contracts to worksites to reduce the internal program management billable hours required for the program.

Worksites should choose the ownership options that work best for their program. For assistance evaluating the scope of a program, worksites can contact their local Clean Cities Coalitions. The Massachusetts Clean Cities Coalition website can be found by following this [link](#). Worksites should also reach out to Recharge Boston at btd@boston.gov to evaluate their programs, and get connected with other worksites in Boston interested or experienced in worksite charging programs.

SELECTING A CHARGING LEVEL

EVSE cost, electrical upgrades, security, and maintenance are points to consider when choosing an EVSE. The most important factors are the employee commuting distances, typical car use throughout a workday, and number of employees who would utilize the charging station.

Level 1 chargers can provide 2-5 miles of range per hour of charging. Since employees can sit idle for 7-9 hours throughout a workday and batteries are not usually depleted after a typical morning commute, they can be a viable option. This can be a low-cost strategy to provide charging, but typically works best for smaller worksites, where an employee can be certain that they can rely on a Level 1 charger to be available for them every workday. Level 1 chargers can also be viewed as a trial run to help employers understand employees interest and satisfaction with workplace charging programs before providing faster chargers. Installing Level 1 chargers at a worksite has pros and cons. For instance, if a worksite requires that in order to use a Level 1 charger, an employee must bring their own power cord, theft and damage can be a concern and can deter drivers from using the amenity. A benefit of Level 1 chargers is that depending on the parking lot rules, employees may not have to move their car midday to let someone else charge, and therefore Level 1 chargers create less of a disturbance to employees throughout the workday.³

Level 2 chargers can provide EV drivers with range security, and can serve multiple vehicles throughout the day, if cars are moved when charging is complete. Systems to ensure turnover can include a valet service, mobile application, or policies that dictate maximum times to remain plugged in to the charger. It is not always feasible for an employee to move their car in the middle of the workday. If a mobile application is selected, employers must consider the impact on the employee.

DCFC are not typically a good fit for workplace charging infrastructure. They can occasionally be appropriate for employers who require their employees to travel throughout the day in their personal vehicle. This can ensure that the employee can charge their EV after it is depleted from their morning commute, and can feel confident that it will be sufficiently charged for the day. DCFC can also be appropriate for worksites with employees who have long commutes. Large worksites can also make good candidates for DCFC, so that many employees can be served in a shorter amount of time if there is a valet service or system for turnover.

A number of manufacturers make EVSE. The charging levels, features, and price on each product vary between different EVSE. Smaller worksites with a group of supportive and involved stakeholders can typically rely on standard features, such as safety features, and status lights. Larger worksites and worksites that share chargers across multiple companies or entities should have advanced features such as charging times, key-pads, payment card readers, billing software, wireless communication capabilities, enhanced durability, and smart reporting to help the company manage the process and costs efficiently.

How Long Does it Take to Charge an EV?

Typical time to fill up an 80-mile battery by charging type



* DC fast charging can get many EV batteries charged to 80 percent in 20-30 minutes

³ https://itspubs.ucdavis.edu/wp-content/themes/ucdavis/pubs/download_pdf.php?id=2098

BUDGETING

When considering the cost of a workplace charging program, an employer must consider a few different line items. A typical budget will include:

EVSE units and Installation Costs

- Equipment and installation costs can vary considerably. More detail on these costs can be found in the City of Boston [How-To Guide: EVSE Installation](#).
- A list of preferred installers can be found on [Eversource's Preferred Vendor List](#).

Labor (Contracted or In-House)

It is required that Level 2 and DCFC are UL certified and installed by a Massachusetts licensed electrician. Consider Eversource's preferred vendor list for qualified electricians. If UL Certified staff is in house, consider the cost of labor associated with installation.

Electricity

- Electricity costs will depend on the type of EVSE, the amount it is used, and the rate structure of the worksite or facility.
- EVSE Type: Maximum potential energy use from a Level 1 EVSE is about 4,000 kWh/year. Maximum potential for Level 2 EVSE ranges from 6,500–13,000 kWh/year.⁴ To provide perspective, a typical refrigerator uses around 650 kWh/year,⁵ and the average American home consumes approximately 11,000 kWh of electricity per year.⁶
- The demand for electricity rises and falls depending on the time of day and the time of year. Utilities must meet the energy requirements at peak demand, and Eversource offers different rates per kilowatt for power used during on-peak and off-peak hours for certain commercial sites. Charging EVs may increase the demand-charge portion of a utility bill. Some EVSE units with advanced capabilities can control energy use to reduce the load during peak hours. It's important to discuss the potential impacts of EV charging on a worksites energy consumption and consider solutions to reduce the financial impact.

Maintenance

Typically, there are very few maintenance requirements, and costs can be relatively low. Cords must be stored properly and inspected for damage. Periodic testing and inspection might be recommended by the EVSE manufacturer. Additionally, there may be preventative maintenance such as snow removal.

Signage and Paint

Signage and paint are relatively low costs, and can be bundled into the existing parking lot surface paint on-going maintenance process. More information on signage details can be found in the City of Boston [How-To Guide: EVSE Installation](#).

Permitting Costs

Permit costs can vary depending on the level of the charger. To learn more about the electrical permits required, visit the [ISD Permit Portal](#).

Program Management

It is recommended to have a full-time or part-time employee(s) with a portion of their job responsibilities clearly dedicated to EVSE management. These duties can include oversight of operations and scheduling maintenance, organizing inspections, distributing incentives, gaining awareness, and contract renewals (if applicable).

Incentives

There are many grants and incentives available to employers and employees that can help lower the costs associated with establishing a workplace charging program. Employers should explore the incentives available to them, and include them in their budget process. The City of Boston has created a list of [Workplace Incentives](#) to help employers find relevant incentives. Current incentives can also be found at the Alternative Fuels Data Center's database of federal and state laws and incentives at afdc.energy.gov/laws.

⁴ https://afdc.energy.gov/files/u/publication/pev_workplace_charging_hosts.pdf

⁵ <https://www.energy.gov/energysaver/save-electricity-and-fuel/appliances-and-electronics/estimating-appliance-and-home>

⁶ <https://www.eia.gov/tools/faqs/faq.php?id=97&t=3>

MANAGEMENT AND POLICY PLANNING

Successful workplace charging programs have thorough planning and thoughtful policies. Planning and communicating the details of the program can allow for clear expectations and goals to be agreed upon among stakeholders. Policies should be appropriate to the scale of the program, and the program should be flexible to allow for some fluidity to react to the market.

EVSE PARKING

Parking can be reserved specifically for EV charging. Reserving parking spaces can ensure that the charging station asset is adequately taken advantage of. Parking policies and signage should be installed to communicate the requirements and regulations of the space and charging station. The return-on-investment, or time it takes to earn back the money spent on the cost of the charger and installation can be shortened if the parking spots are designated.

If an employer installs Level 1 or Level 2 chargers, the parking spot designation should depend on the supply of chargers versus the demand. For instance, if 100% of the parking spaces are equipped with Level 1 chargers, there is no need to reserve the parking spaces. If a workplace installs 10 level 2 chargers, but only 3 employees own EVs, it is suggested that not all the parking spaces be reserved for EVs. Given the level of investment of a DCFC and the convenience that quick charging provides to an EV driver, the associated parking spaces should be reserved solely for EV charging.

A typical workday lasts about 8 hours, somewhere between the hours of 8 a.m. and 5 p.m. This means most chargers will sit unused overnight. An employer may decide that a shared charging strategy could be appropriate for their worksite. A shared charging strategy can entail having the charging stations available only for employees during normal working hours, and available to the general public during other hours. This can boost charger utilization, and also increase the return-on-investment.

Other parking policies can include:

- Only allowing visitors to park in EV spaces
- Only allowing employees to park in EV spaces
- A daily limit to the allowable time in a charging space
- Only allowing cars to park in EV spaces when charging
 - Idle fees encourage employees to move their vehicles after they finish charging, after a time limit, or after an energy threshold has been met.

REGISTRATION AND LIABILITY

Some workplace charging programs require employees to register and sign a waiver of liability in order to use the charging stations. The registration form can act as an agreement that employees understand that the employer is not responsible for any damage that occurs to the vehicle while charging. Example registration forms and agreements can be found in Appendix C.⁷

PAYMENT

Employers must understand the access to at home charging, the number of current and future employee owned EVs, and employee commute distances in order to decide how and whether to charge for EVSE usage. The average mileage by a vehicle registered in Boston is 24 miles per day.⁸ Battery technology is developing rapidly, with eight 2019 EV models operating range estimates in excess of 200 miles. The average driver will not need to charge every workday, especially if they have home charging. If an employer offers free workplace charging, most EV-owning employees will use it. However, many Bostonians do not have access to at home charging, or lack reliable public charging alternatives. Under these circumstances, many employees may be willing to pay a fee to use a workplace charger.

Offering workplace charging at no cost can be a great incentive to move an individual to purchase an EV. The cost of electricity to recharge an EV is not the same as the cost to refuel an ICE vehicle. . In reality, the most that an EV can draw from a 120-volt Level 1 outlet over 8 hours is about \$1.80 per day.⁹ Many companies provide free charging, but this does not always foster appropriate charging behavior. Free charging can encourage drivers to charge at work, even if they have access to at-home charging. This can prevent drivers who must charge out of necessity at work from having access to the critical resource.

⁷ https://afdc.energy.gov/files/u/publication/pev_workplace_charging_hosts.pdf

⁸ <https://www.mapc.org/learn/data/>

⁹ <http://www.schultzenengineering.us/level1.pdf>

Conversely, companies that charge in excess of the true cost of electricity can discourage charging at work. This can also deter drivers from purchasing an EV as their next vehicle.

The suggested rate that a company should charge for workplace charging is a little over the prevailing market rate for electricity. This allows drivers to still reap the economic advantages of EVs, even if drivers do not have access to at-home charging. This also eliminates the incentive to abuse the privilege to charge at work if at-home charging is available. Charging a fee for EVSE usage can also help offset the installation, upfront costs, and maintenance costs. Establishing clear goals prior to launching a workplace charging program can help to ensure that the fee structure complements the program's goals.

IRS REPORTING REQUIREMENTS

IRS reporting requirements may vary for employers, and consultation with an accountant or your company's financial team to determine the tax implications for your business is a best practice.¹⁰ Workplace charging is not specifically identified in any IRS publication as an example of a "de minimis" fringe benefit. There has been concern that providing free charging can have tax implications and can create a reportable employee benefit. Companies are encouraged to contact their own tax advisor to discuss how this nuance applies to their worksite.¹¹

¹⁰ https://afdc.energy.gov/files/u/publication/pev_workplace_charging_hosts.pdf

¹¹ <https://pluginaamerica.org/wp-content/uploads/2016/07/PIA-MA-Workplace-Charging-Guide-Report.pdf>

ADMINISTRATION AND OPERATION

There are many facets to managing an EV program that may require different skill sets. For example, someone in Human Resources may handle the administrative aspects of the program, such as user registrations, and someone in property management may maintain the operations of the EVSE. To reduce confusion, it is suggested that one point person field all inquiries from employees, and dispatches them to the appropriate party.

ADDITIONAL RESOURCES

Publicly Accessible EV Charging Stations

There are many publicly accessible EV Charging stations in Boston. Follow this [link](#) for a map of locations.

Massachusetts Clean Cities Coalition (MCCC)

Massachusetts Clean Cities Coalition (MCCC) is a part of the Department of Energy (DOE) sponsored nationwide program called Clean Cities Program. The goal of the program is to reduce petroleum use in transportation through deploying alternative fuel vehicles and supporting infrastructure. Clean Cities coordinators are knowledgeable about incentives, best practices, and community readiness. To get support from the network of public and private stakeholders, visit MA Clean Cities Coalition Network's website.

9. If charging stations were available at work, would you use them?

YES **NO**

10. Would you be willing to pay a fee to use a charging station at work?

YES **NO**

11. Would availability of workplace charging increase the likelihood that you would consider:

A. Driving an electric vehicle for your typical commute?

YES **NO**

B. Purchasing an electric vehicle in addition to any vehicles in your household?

YES **NO**

C. Purchasing an EV to replace an ICE owned by your household

YES **NO**

12. Are you interested in participating in an employee task force on workplace charging?

YES **NO**

APPENDIX B: SAMPLE WORKPLACE CHARGING ETIQUETTE BOOKLET

CHARGING STATION/EV PARKING ETIQUETTE

Please note that charging station infrastructure is a limited resource that requires consideration by all users to ensure it is properly used and available to everyone who needs it for commuting purposes.

The following charging rules are to be observed by everyone:

- 1.** Electric vehicle-only charging spaces shall be properly designated with appropriate signage. These spaces are STRICTLY for use by plug-in vehicles that are actively charging or awaiting charging. They are not to be used by other types of vehicles or by EV drivers solely for convenience of parking location.
- 2.** You should NOT unplug another driver's vehicle unless you are absolutely certain it is done charging or the vehicle's driver has indicated that it is okay to unplug the vehicle after a certain time. This can be done by leaving a sign on the dashboard indicating when adequate charging is expected to be completed. NOTE: If you unplug another vehicle without confirming it is charged adequately you may be significantly delaying their return home that night.
- 3.** Every plug-in vehicle driver shall register their vehicle with human resources with information including, but not limited to, the vehicle make, model, license plate, personal cell phone, and email address.
- 4.** [Space reserved for description of company policy toward electricity costs, e.g., provided as a free amenity to employees or requiring monthly payment in exchange for a sticker.]
- 5.** When an electric vehicle has completed charging, the vehicle's owner should if practicable move the vehicle to make the charging station accessible to others.
- 6.** Plug In Electric Hybrids or any battery-electric vehicle with gas as a backup energy source MUST use Level 1 charging stations unless exigent circumstances exist. All Battery Electric Vehicles shall have first priority use of Level 2 chargers. If you don't absolutely need a charge to return home you should also consider waiting to plug in later in the day to ensure other workplace charge dependent electric vehicle drivers have been able to fully charge.
- 7.** We encourage you to find other EV drivers to assist you in partnering and sharing charging stations.
- 8.** Failure to observe these rules shall result in a written courtesy warning for the first offense and, for subsequent offenses, may result in the loss of charging privileges.¹³

¹³ <https://pluginamerica.org/wp-content/uploads/2016/07/PIA-MA-Workplace-Charging-Guide-Report.pdf>

APPENDIX C: ELECTRIC VEHICLE CHARGING STATION USE POLICY

DEFINITION AND PURPOSE

This policy defines the valid use of electrical charging stations between owners (employers) and users (employees and visitors) in any associated garages.

POLICY

Any vehicle parked in the charging station stall must be actively charging. If the charging event is complete, the user must vacate the stall. The vehicle time allotted in the charging station stall is limited to four hours between 9 a.m. and 5 p.m.

The user shall neatly replace the charging cords when finished.

There is no fee for utilizing the charging station outside the hours of enforcement. During the hours of enforcement, or 9 a.m. to 5 p.m., the user must pay-per-use for the charging station.

The user must abide by all parking garage policies and payments. The vehicle must pay for the garage parking upon exiting the garage.

The user consents for their vehicle to be unplugged when the EVSE indicates their vehicle is fully charged. This will enable neighboring vehicles to have ample opportunity to charge.

Upon enrolling in this workplace charging program, users must collect their EV hang tag from Parking Enforcement personnel, and appropriately display the hangtag on the rearview mirror. Failure to do so will result in termination of the users workplace charging program enrollment.

The owner assumes no responsibility or liability for damage to vehicles using the electric vehicle charging stations. Users may not hold the owner responsible for any damage or theft that occurs to their vehicle or associated charging equipment while actively charging or parked in the electric vehicle charging station stall. The user accepts any risks associated with the use of the EVSE.

The owner will maintain the electric vehicle charging station and any system failure will be addressed within 14 business days.

I, _____, agree to the above stipulations of the Workplace Charging Program. I understand failure to comply with the above will result in termination of my workplace charging program enrollment.

Signature

Date

Name

